

YOUTH OPPORTUNITIES PROGRAM

2013 Guidelines and Application



Business and Community Services

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NOTICE

The Tax Credit Accountability Act of 2004 (Senate Bill 1099, Sections 135.800 through 135.830, RSMo) makes several changes to the tax credit programs.

Changes in Processing of Tax Credits (Section 135.815, RSMo)

Prior to the Missouri Department of Economic Development (DED) authorization of a tax credit, the DED will contact the Departments of Revenue and Insurance and verify that the taxpayer does not owe any delinquent income, sales, use, or insurance taxes, or interest or penalties on such taxes. If a delinquency exists, the amount of tax credits issued will be reduced by the amount of the delinquency. After satisfying all delinquencies, the remaining credits shall be issued.

Closed Records (Sections 610.255 and 620.014, RSMo)

Prior to August 28, 2004 and pursuant to Section 620.014, RSMo, DED had the authority to close certain records except for the name of the tax credit recipient and the amount of the tax credit. SB 1099 removes this broad exception but DED retains the authority to close records or documents that “relate to financial investments in a business, or sales projections or other business plan information which may endanger the competitiveness of a business” or as also allowed by law.

INTRODUCTION

This application booklet is designed to provide you with the information needed to understand the Youth Opportunities Program (YOP), to determine if your project is eligible, and to assist you in filling out the application. YOP is looking for well thought out and organized proposals that: present a clear picture of a defined project and the need for services; will enable youth to become more successful and productive members of the community; specify what the expected accomplishment will be (outcomes); establish how many at-risk youth will be targeted to achieve those outcomes (performance targets), and how these accomplishments will be verified. YOP proposals should also include an explanation of your organization's: capacity for successfully achieving programming goals; fundraising ability; budget efficiency; and a sound plan for future sustainability.

Your 2013 YOP application will be accepted at any time prior to August 31, 2013, or until tax credits have been exhausted. Please thoroughly read all materials provided. This will help you complete the application correctly.

GENERAL OVERVIEW

Administered by the Department of Economic Development (DED), the YOP program was created to broaden and strengthen opportunities for positive development and participation in community life for youth (21 years old and under), and to discourage such persons from engaging in criminal and violent behavior.

Qualifying nonprofit organizations, local government agencies, businesses, and schools can be granted assistance through YOP tax credits to administer a youth project if the community does not have the ability or resources to address the challenges at-risk youth encounter. To administer such a project, organizations/projects must be approved by DED through the YOP application process. This form of assistance is not a grant and does not include the transfer of tax dollars from YOP to approved organizations. Through its own fundraising efforts, approved organizations assume full responsibility for securing the financial support necessary to implement the YOP project. The State's role is to approve projects and process tax credits for eligible donors that contribute to YOP projects.

A YOP tax credit is used to offset an eligible contributor's income tax liability and to enable the donor to redirect their Missouri tax dollars to local projects, while reducing the administrative and overhead costs of state administration of similar programs. The tax credit equals 50% of the value of monetary donations and 30% of the value of approved material donations. Approved donors may claim the tax credits when they file their Missouri tax returns.

The Youth Opportunities Program has approximately \$6 million in tax credits to distribute annually, with no more than \$250,000 in tax credits awarded to any one project. DED is required by law to give priority to areas that have a statistically higher incidence of crime, violence, and poverty. DED is also required by law to give priority to local, neighborhood, and community-based projects.

ELIGIBLE APPLICANTS

Non-profit Organizations and Corporations

- A locally controlled Board of Directors is empowered and assumes all administrative and financial responsibility for the not-for-profit.
- If an organization is incorporated on a statewide, regional or national level, or established through Congressional Charter, its local affiliates, chapters, divisions, or branches are each permitted to submit an application provided:
 1. A locally controlled Board of Directors is empowered and assumes all administrative and financial responsibility for the local not-for-profit chapter, division or branch. Only organizations with locally based and controlled boards of directors will be allowed to apply. Local boards that serve in only an advisory capacity to the parent organization are not qualified to apply. DED retains the right to make a final determination of what constitutes a locally controlled board of directors with appropriate powers and responsibilities; and,
 2. All YOP donations will be deposited locally and the use of YOP donations is controlled solely by the locally controlled board of directors for the organization; and,
 3. The parent organization has no authority over the use of YOP donations except to the extent that the parent organization defines the general organizational purpose(s) of the locally controlled organization.

- **Local Government**

- **Missouri Businesses**

- **Schools** may qualify for YOP provided these conditions are met:

1. The project addresses a specific identified need in the community that qualifies under one of the eligible YOP categories.
2. The project is an extracurricular activity outside of normal or regular (core) school curriculum.
3. Costs outlined in the YOP project budget do not reflect those costs associated with normal or regular school curriculum.

- **Faith-based Organizations** may qualify for YOP provided all of the following conditions are met:

1. Organizations that are directly funded under YOP may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under YOP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under YOP.
2. The organization **will not** require clients to attend religious services or activities in order to participate as part of any YOP program.

3. Faith-based organizations may not use any portion of the YOP funds to promote, encourage, enlist, advocate, or urge any individual to participate in any religious creed, sectarian purpose, or church.
4. An organization that participated in the YOP shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.
5. The project addresses a specific identified need in the community that qualifies under one of the eligible YOP project categories.
6. The applicant meets all other YOP eligibility requirements.
7. The organization is incorporated separately under the provisions of Chapter 355 RSMo or holds a 501(c)(3) ruling from the IRS.

ELIGIBLE PROJECT CATEGORIES

A wide variety of activities and projects qualify for support through the Youth Opportunities Program. All YOP projects must address youth-related problems/areas and serve at-risk youth, providing structured programming for which measurable outcomes are attained. Eligible YOP projects include:

1. **Adopt-A-School Project** - An agreement between a school and local businesses to provide support and/or funding for the school for needed equipment, programs, or activities that take place outside of normal or regular school curriculum.
2. **Degree Completion Project** - Any project designed to encourage school dropouts to reenter and complete high school, or projects that offer youth the opportunity to earn their graduate equivalency degree (GED).
3. **Internship/Apprenticeship Project** - Business or trades projects designed to offer youth under the age of 20 opportunities to learn a specific skill or trade while earning money.
4. **Youth Club or Association** - Any club or association specifically for youth, with structured programs designed to improve academic achievement and to teach youth positive development skills, teamwork, conflict resolution, communication skills, etc.
5. **Mentor and Role Model Project** - Projects that offer youth structured and consistent opportunities for a one-on-one relationship with an adult who will be a positive influence from whom the youth can learn.
6. **Substance Abuse Prevention Project** - Projects which provide alcohol and drug awareness education for the youth population, emphasizing negative effects and encouraging and supporting youth in abstaining from the use of controlled substances.
7. **Violence Prevention** - Any project aimed at the youth population that teaches and promotes violence prevention strategies, domestic violence education, etc. The project should include a structured anti-violence curriculum. Projects may include schools that primarily educate children who have been expelled from other schools.
8. **Youth Activity Center** - Activity centers which provide a positive, healthy atmosphere for youth to interact, and which provide structured programs to support academic success and positive development.

9. **Conflict Resolution** - Any project offering a structured program that teaches youth nonviolent means of resolving conflicts, cooperating, and mediating, and promotes ways to solve problems peacefully.
 10. **Employment Project** - Any project designed to offer job training to at-risk youth, including projects that mainly, but not exclusively, target youth living in poverty and/or in areas with a high incidence of crime.
 11. **Counseling Project** - Projects that offer individual, group, and/or family counseling to youth by licensed counselors on issues of abuse, neglect, self-esteem, drugs and alcohol, etc.
- Applicants are permitted to administer only one YOP project at a time.
 - Organizations that are currently administering a project with another DED program may apply for the YOP tax credit, provided it is a different project. No proposal will be approved if it is determined that the project is or will be receiving duplicate funding from another DED program.

YOUTH OPPORTUNITIES PROGRAM OUTCOMES

While there are many types of projects that generally qualify for the Youth Opportunities Program, the Department of Economic Development actively seeks and prioritizes proposals that will directly address specified YOP program outcomes. Measurement of performance targets in the achievement of these outcomes and their impact on the targeted youth will be an integral part of the review of the application and scoring process.

- Increase the number of at-risk youth that receive a high school diploma.
- Increase the number of at-risk youth that receive a GED.
- Increase the number of at-risk youth that remain in school and earn course credit(s) toward their diploma.
- Increase the number of at-risk youth that complete employment skills education and development programs.
- Decrease the number of at-risk youth committing crimes and violent acts.

While eligible for YOP, applications addressing non-priority outcomes, recreational facilities, and/or facility/equipment maintenance will not be considered priority projects.

Priority will also be given to projects that meet one or more of the following criteria:

- Constructing or renovation of a facility in which services designed to meet YOP priority outcomes will be conducted.
- Priority will be given to projects that are creating new jobs by utilizing the tax credits.
- Local, neighborhood and community-based projects.
- Projects in areas that have a higher incidence of crime, violence and poverty.

INELIGIBLE PROJECT ACTIVITIES

YOP tax credits will not be allowed on contributions for the following purposes:

- Public improvements (streets, sewers, curbs)
- Research and development projects

- Feasibility studies
- Primary health care programs/facilities
- Direct grants to private businesses
- Fundraising promotions and events
- Debt retirement

- Monuments or memorials
- Long-term residential care costs associated with room and board
- Endowment funds
- Purchasing charters

YOP CONTRIBUTIONS

Eligible Contributors

Taxpayer	RSMo Chapter	Tax Liability Type
Banks & Other Financial Institutions	148	Financial Institutions Tax
Corporations	143 and 147	Income, Corporate and Franchise Tax
Express Companies	153	Gross Receipts Tax
Individual	143	Income Tax
Insurance Companies	148	Gross Premium Receipts Tax
Limited Liability Company	143 and 147	Individual Members' Income Tax, Franchise Tax, and Fiduciary Tax
Partnerships	143	Individual Partners' Income Tax
S-Corporations	143	Individual Shareholders' Income Tax and Franchise Tax
Sole Proprietorships	143	Individual Income Tax
Charitable Organizations exempt from Federal Income tax	143	Income Tax

The amount of the tax credit claimed shall not exceed the amount of the taxpayer's liability in the tax year that the credit is claimed. Any portion of the tax credit not claimed by the taxpayer in the tax year the contribution was made may be carried over the next five succeeding tax periods. The total tax credits approved for a contributor shall not exceed \$200,000 per year.

TYPES OF ELIGIBLE CONTRIBUTIONS

- Cash - valued at face amount of check.
- Publicly-Traded Stocks - valued at market price on the date of transfer but must be sold by the approved agency within 12 months of the date of transfer before the credits will be approved for the donor.
- Materials, supplies, equipment - valued at the lesser of either the fair market value or contributor's cost.
- Real Estate - valued at the lesser of two independent appraisals.
- Wages paid to youth participating in an internship, apprenticeship or employment program - valued at total amount of gross wages earned. (May not exceed \$10,000 in tax credits per youth per tax period.)

PERCENTAGE OF TAX CREDITS

- 50%--Monetary contributions, as well as stocks contributions.
- 30%--Property contributions including materials, supplies, equipment and real estate.
- 50%--Wages paid to an intern or apprentice participating in an approved employment, internship, or apprenticeship project in business or trades for persons less than twenty years of age.

RESTRICTIONS ON CONTRIBUTIONS

1. Contributions must be made directly to the administering organization.
2. In order for contributions to be eligible for tax credits, the donation must be made within the authorized project period.
3. Monetary contributions must be made from the donor's account for which the credit is to be certified. Contributions made from a tax-exempt account or fund are not eligible for credits.
4. A maximum of \$200,000 in YOP tax credits may be approved annually for a single contributor. This represents the combined amount of tax credits approved for contributions made by that contributor to all YOP projects in the state of Missouri.

Non-Cash Contributions Restrictions

5. Non-cash contributions qualify only if the contributed goods are needed specifically to carry out project activities covered by the YOP agreement and are included in the approved YOP budget and/or approved amendments. Items are valued at the lesser of either the fair market value or cost to the contributor and may include reasonable overhead costs incurred by the contributor in making the contribution, such as transportation or shipping. In no case shall the value of the contributed items include sales tax.
6. Contributions of labor and professional services do not qualify for YOP tax credit.
7. Contributions of food do not qualify for tax credits.
8. Contributions must be directly utilized by the YOP project. Contributions of items that will be sold or auctioned are not eligible for the YOP tax credit.
9. In order for a tax credit to be given in the contribution of buildings and other real estate:
 - Title must be held free and clear by the contributor.
 - Credit is based on the lesser of two independent appraisals conducted by state-certified or state-licensed appraisers. Appraisals must be performed no more than 18 months prior to date of contribution. Only one appraisal is required when the property is:
 - Commercial property with appraised value less than \$50,000; or
 - Vacant or residential property with appraised value less than \$25,000.
 - Phase I Environmental Site Assessment is required on all real estate contributed for YOP tax credit or purchased using YOP contributions.
10. Used clothing does not qualify for credit. Only new items contributed by clothing manufacturers, distributors, or retailers are eligible.
11. Contributions of partial ownership interest in real estate do not qualify for YOP tax credit (i.e. full title must be given by the contributor in order for the contribution to qualify for the

tax credit).

12. If only a portion of contributed real estate is to be used for activities covered under this agreement, the YOP tax credits will be prorated according to the proportion of the property that is to be used for the YOP project.
13. If only a portion of the value of a non-cash gift is contributed, YOP tax credit will be based on the amount discounted from what the value of the contribution would have been had the item been contributed outright.

Fundraising Restrictions

14. Costs associated with the production of printed or audio-visual materials qualify when those materials focus on services provided by the non-profit organization rather than promotion of a specific fundraising activity or event. A fundraising appeal may be included in the material. Donations received from fundraising events are eligible after subtracting any goods or services received by the donor during the event according to IRS guidelines.
15. Contributions to pay for fundraising activities do not qualify for YOP tax credit.
16. Costs associated with contracted professional fundraisers are not eligible.

COMPLETING THE APPLICATION

Please read the application questions and answer them as concisely and completely as possible. The “**project**” narrative should be specific to the YOP project that is being submitted—not for **all** of the services and programs that your organization may provide. Projects may combine the construction and/or renovation costs with costs for other activities such as service delivery in the YOP budget.

PLEASE NOTE:

THE DEFINITIONS AND EXAMPLES PROVIDED HAVE BEEN ABBREVIATED.

They do not include all of the details, research, citations, etc. needed to fully answer the application questions. Your submission should contain a detailed description of the project, services, need, outcomes, budget efficiency, research, etc., rather than the brief descriptions provided in these guidelines.

PROJECT PERIOD - The timeframe in which all activities (i.e. fundraising, service delivery, expenditures, and/or construction related to the project) will be completed, excluding the required final report and audit. Applicants may choose a 12, 24, or 36 month project period.

PROJECT TYPE - YOP projects are classified as service delivery, capital campaign, or combined. The following information will help guide you in defining what type of project you will administer through the YOP.

Service Delivery

Service delivery expenses are defined as expenses that support the provision of services of the applicant agency. Service delivery expenses should be **directly** tied to the project’s performance targets and may include expenses such as salaries for direct care/service providers and programming materials. A limited amount or percent of general occupancy/administrative costs and minor maintenance are allowable, such as rent, utilities, insurance, painting, office supplies, etc.

Capital Campaign

Capital campaign expenses are defined as those expenses that include the acquisition, renovation and improvement of property, as well as new construction and equipment of facilities that will house the services outlined in the proposal. All construction or renovation projects must justify their specific project outcomes in regards to the positive impact for youth through the services or activities that will take place in the facility upon completion. If the project involves the acquisition of property, building renovation, expansion or new construction, evidence of site control is required (see Attachment C of the application).

Applicants seeking YOP support for construction/renovation must adhere to the following conditions:

1. If the project purpose is to construct a new facility, it must be shown that a growing need and demand for the services necessitates physical expansion or that the existing structure presents a threat to the health and well-being of clients.
2. Applicants must provide written evidence of site control in this application. Acceptable documentation may include any of the following (See instructions for Attachment C):
 - Title to the property or option to purchase.
 - Lease or option to lease, for a minimum of 5 years after the project period ends. (Refer to “Credit Payback” on page 24 of the application guidelines.)
 - Contingency contract, or signed affidavit, stating the current owner's intention either to sell or donate the property if YOP tax credits are available.
3. Regardless of how many years the pledge payments will extend, tax credits will only be available for contributions that occur within the actual project period. In those cases where the fundraising campaign is already underway, any contributions received prior to the start or continuing past the end of the YOP fundraising period will not be eligible for the tax credit.
4. The facility must be used primarily for service rather than administrative office space or storage.
5. An exterior sign must be posted at the construction site acknowledging the Department of Economic Development for partially underwriting the project. Upon completion, a plaque or other permanent recognition of YOP support must be posted in the building.
6. At a minimum, a Phase I Environmental Site Assessment is required on all real estate contributed for YOP tax credit or purchased using YOP contributions. A Phase I Environmental Site Assessment is a property history and a noninvasive physical assessment of the real property conducted in accordance with American Society for Testing and Materials (ASTM) Standard E.1527. (For more information visit www.astm.org)

NOTE: Approved projects will be required to submit a copy of the environmental assessment to YOP within 10 working days from the closing date on any properties.

Regarding the Phase I Environmental Assessment, DED requires the following:

1. All hazardous substances must be removed or abated in accordance with local, state and federal regulations prior to acquiring or accepting contributed property. Should the assessment reveal contamination on the property, the organization **must** include a timeline,

address remediation options, and provide proof of the completion of any related clean up of land and/or buildings purchased by the organization.

2. YOP tax credits cannot be used for contributions made to cover the costs of the removal or abatement of hazardous materials.
3. The assessment report must include the credentials of the professional conducting the assessment and be submitted to the YOP applicant and YOP staff for review before any real estate is acquired. The professional completing the assessment must be qualified in the detection of hazardous substances in the following categories as applicable to the property:
 - Lead-Based Paint
 - Asbestos-Containing Materials
 - Petroleum Products
 - Other Hazardous Substances

The Missouri Department of Natural Resources, under a Cooperative Agreement with the U.S. Environmental Protection Agency (EPA), conducts Brownfield Site-Specific Assessments (BSSA) of properties for public entities such as cities, counties and quasi-governmental entities, as well as properties owned by not-for-profit organizations across the state. The Brownfield Site-Specific Assessment program provides funding and technical assistance to help communities in assessing properties. The assessments provide valuable information that can aid in making decisions regarding the future of the property. Information about the program may be found at: <http://www.dnr.mo.gov/env/hwp/bvcp/hwpvcp.htm> or by calling 573-526-8913.

Property Use and Disposition Requirements

As the administering agency for the Youth Opportunities Program, the Department of Economic Development (DED) has the fiduciary responsibility of seeing that the tax credits are awarded for projects that result primarily in public benefit rather than private gain and not used to financially benefit an organization that would not otherwise be eligible to apply for YOP on its own behalf.

The following property use and disposition requirements only pertain to YOP capital campaign and combined projects.

- 1. The entire cost of constructing a facility may be underwritten by YOP (up to \$500,000) if:**
 - a. The facility will be wholly used by the NFPO to carry out its own programs and nonprofit activities, as agreed upon with the DED.
- 2. The entire cost of acquiring and/or renovating an existing building may be underwritten by YOP (up to \$500,000) if:**
 - a. The facility will be wholly used by the NFPO to carry out its own programs and nonprofit activities, as agreed upon with the DED; or
 - b. At least half of the facility is used by the NFPO, and the remaining space is rented at fair market value to other nonprofit organizations whose activities would qualify under YOP program guidelines.
- 3. Paragraphs 1 and 2 apply only if one of the following conditions is met:**
 - a. The facility is used exclusively by the NFPO for purposes approved by DED for a minimum of 5 years; or

- b. If the facility is sold within five (5) years, the sale price must be at least 90% of fair market value, proceeds of the sale are to be paid by lump sum payment, with the proceeds applied either toward a replacement facility for the NFPO, or some other activity approved by the DED.

4. If any of the following conditions exist, the YOP portion of costs associated with acquisition, construction and/or renovation will be pro-rated according to the percentage of the building that complies with guidelines stated above:

- a. A portion of the facility is rented to for-profit business tenants.
- b. Any portion of the facility is rented on a permanent basis for less than fair market value.
- c. Less than half of the facility is directly used by the NFPO in carrying out its non-profit purposes.
- d. Less than half of the facility will be used for direct care and/or direct program delivery.

Combined Service Delivery and Capital Campaign

A combined service delivery and capital campaign project may include elements of both of the above.

PROJECT SERVICES AND NEED

Provide a detailed description of the services to be provided as part of the YOP project. This includes any programs or activities that staff coordinate and conduct that would provide a measurable benefit to the targeted youth. Activities should specifically target at-risk youth, should be based on identified community needs, and must be directly related to project outcomes, targets, verification tool, and milestones.

Example: Education/Employment Center

******The following example is abbreviated. Responses to application questions should contain additional details and cite research to establish proof of need and impact.

XYZ, Inc. is proposing the construction of a 3,700 square foot facility, in which our agency will provide intensive educational, life, and job skills training programs. The facility will house three classrooms, a computer lab, a library, and six smaller rooms for tutoring and job counseling. Floor plans and an estimate prepared by our contractor are attached.

Key features: Our programs are designed to help at-risk youth, ages 15-19 years, become productive and contributing members of the community. Youth enter our programs and enroll in a life skills curriculum tailored to meet the individual's needs. Youth meet with the Life Skills instructor two times a week for one hour, for six to ten weeks. Curriculum will vary depending on individual needs, but skills such as decision making, work and study, financial management and budgeting, communication, and healthy living will be taught. The client will also enroll in either the Education (GED/High school diploma) or Employment Program. In addition to GED classes provided twice weekly at the facility, we offer tutoring sessions three evenings a week, financial assistance needed for enrollment and supplies, and educational counseling. Clients choosing to enter the Employment Program participate in an intensive three month job skills training program in which we provide soft employment skills training, placement services, and ongoing job counseling.

Comparative Advantages: Recent community and client surveys have shown that transportation is a major barrier to services and employment for our targeted clients. Therefore, bus passes will be provided to clients, as well as taxi passes for those not living near city bus routes. The chosen facility site is located one block from the city bus stop, the location chosen to help alleviate transportation related barriers to service. There are no other agencies in the community providing comprehensive educational, life and job skills training programs. The nearest facility providing a similar array of services is located 45 miles away in Sydney, MO. One agency in our community does provide educational services and on-the-job mentoring, but is currently unable to accept additional clients and directs services only to clients 18 years of age or older.

Growing Need: Currently, our agency is providing services in a 1,700 square foot aging, residential building. The building has flooded twice in the past five years, causing water damage to flooring and mold and mildew issues. In addition, the facility does not provide adequate space to serve the rising number of youth in need of services in our community. We have had to turn away 45 youth this year alone. According to the Missouri Department of Secondary Education, our school district had a 30% drop out rate for 2011, up from 25% in 2009. We are proposing to serve an additional 50 youth as a result of this construction project. With outreach and marketing, we believe we will have the additional youth ready to enroll when construction is complete.

OUTCOMES - Outcomes are the broad, general goals an organization sets for itself that result in direct benefits to the youth that are involved in a program. Outcomes should relate to a change in the knowledge, skills, attitudes, behaviors, condition, etc. of participants. Outcomes must clearly relate to the services provided by the applicant organization.

Outcomes Example: Education/Employment Center

- Increase the number of new and/or renovated facilities in which at-risk youth will receive educational, employment, and life skills services.
- Increase the number of at-risk youth remaining enrolling in a GED program or earning a high school diploma.
- Increase the number of at-risk youth completing life skills education courses.
- Increase the number of at-risk youth that have completed a job skills development program and obtaining employment.

PERFORMANCE TARGETS - Targets are the numerical (not percentage) performance levels that indicate how many youth will achieve the specified outcomes. There should be a minimum of one performance target that relates to each outcome, and they should reflect how the targeted youth would benefit from the project. Explain why these numbers were chosen and how you determined that these numbers are appropriate. Projects may list any number of outcomes and targets, but should only choose those that will be directly impacted by the services provided and clearly show a measurable change in behavior, skills, condition, increased knowledge, etc.

VERIFICATION - Verification includes any information tool that tracks and verifies success of achieving performance targets and outcomes. Include a description of the tool, what it measures, how often the evaluation will take place, and who is responsible for collecting the data. Each performance target must have an evaluation tool and should be measurable during the project period for quarterly reporting purposes.

Example – Combined Service and Capital Campaign for Education/Employment Center

Outcome	Performance Target	Verification
Increase the number of new and/or renovated facilities in which at-risk youth will receive educational, employment, and life skills services.	Property acquisition and construction of a 3,700 square foot facility for use as an Education/Employment Center for Youth.	Executive Director oversees construction and submits monthly progress reports to the Board. Monthly updates will be compiled by ED for quarterly updates to YOP.
Increase the number of at-risk youth remaining enrolling in a GED program or earning a high school diploma.	65 of 115 youth enrolling in the GED program or re-enrolling in high school will earn a certificate or diploma during the 2 year project period.	Enrollment and attendance records will track youth attending classes and grades. Progress to be tracked quarterly by GED instructors. Copies of GED certificates and exam scores/diplomas will be collected each semester.
Increase the number of at-risk youth completing life skills education courses.	115 of 150 youth participating in life skills programs, to include violence prevention, substance abuse prevention, and health education, will attend 8 or more sessions and demonstrate increased knowledge in one or more areas.	Registration and attendance records will track the number of youth enrolling and participating in classes. Pre- and post- test scores will be administered quarterly and results entered into the client database by life skills instructors to determine increases in knowledge and/or skills.
Increase the number of at-risk youth completing a job skills development program and obtaining employment.	35 of 50 youth receiving employment skills training will be placed in jobs and retain employment for at least 90 days.	Job placement specialists will track attendance, participation and placement. Monthly collaboration with job-place mentors assigned to each client and employment records will confirm successful placement.

These targets were chosen based on the number of youth served in previous years, the number of youth on program wait lists, and past success rates of our youth. We are projecting a 5% increase in the number of youth who will be successful in the education program this year due to a decrease in the student-tutor ratio. With the new computer lab, we anticipate an increase in the number of youth that participate in our online GED activities.

MILESTONES - Milestones are the essential steps that define what youth must do to enable agencies to successfully reach the targets. Milestones are based on the participants' efforts/activities and must be verifiable. First, list each step that must occur in order for the project to achieve the targets listed. Second, go back and determine the level of participation required or other important variables that may affect the achievement of the performance targets. Include a timeline explaining when each milestone will begin and end. If property acquisition, renovation, and/or construction are project components, be sure to detail the phases and timeframe for construction.

FOR CONSTRUCTION OF NEW FACILITIES AND RENOVATION TO NEW SPACE -
YOP requires all funding for capital projects to be secured, with proof provided to the Department, before the construction/renovation may begin.

2 Year Combined Service and Capital Campaign – Education/Employment Center

Milestones	# Youth	Timeline
Fundraising (see fundraising section for detailed fundraising timeline)		January 2013 - February 2013
Acquire Property - All YOP and Other Sources of Funding for facility construction secured.		October 2013 February 2014
Site Preparation Completed		By March 31, 2014
Construction of education center - Foundation - Framing - Electrical, plumbing - Finish Work Construction Complete, Grand Opening		March 2014 – August 2014 April 2014 May 2014 June 2014 July 2014 August 2014
Programming Learn of Program	175	100 May 2014; 75 add'l by July 2014
Youth enroll in program	150	By Aug. 2014
Youth take life and job skills pretest	150	80 August 2014 70 October 2014
Youth take education level assessments	115	65 by August 2014 50 by October 2014
Youth attend life skills sessions and GED classes; Receive academic support	150	Weekly August – December 2014
Youth attend Job training classes	50	Weekly August – December 2014
Youth take life and job skills post-test	140 -assumes 10 youth will not complete the program	December 2014
Final evaluation of all programming		Dec. 2014

KEY INDIVIDUALS - Key individuals are those people who will have the most responsibility for making this project successful, connecting to the targeted youth, and achieving the performance targets.

1. **Energy** - The ability to infuse life into oneself, colleagues, and the target population. Energy is what a program needs to get started, but more importantly what it takes to keep going. Do the key individuals demonstrate the ability to generate enthusiasm for the project among youth, staff and community? Can the individuals engage the youth and keep them involved in the project?
2. **Role** - Include a detailed account of the individual's role in implementing the proposed project. The level of skill and knowledge each of the key individuals have in their positions,

not necessarily the length of time they have been with the project and their relationship to the youth.

3. **Commitment** - Do the key individuals have a personal stake in the success of the program? Do they have a commitment to stay with the project until it is completed or for a specified amount of time?

Note: If your proposal requests funding for an employee's salary as an integral part of project implementation, then that employee must be identified as one of the key individuals.

FUNDRAISING - The fundraising plan provided should be a detailed description of all activities, events, etc. that will be conducted to solicit donations for YOP tax credits. The plan should include the key individuals responsible for overseeing fundraising and those responsible for implementing specific activities. A detailed fundraising timeline with milestones should be included.

Milestones/Timeline Example: Education/Employment Center Campaign

Board Members will contact at least 2 eligible contributors	10 contacts made (40 total)	Quarterly during Year 1
Development Director will meet with local businesses/Chamber of Commerce to discuss the project and the tax credits.	At least 3 businesses	Quarterly during Year 1
Annual Charity Golf Event	10 businesses/teams \$2,500 per team	April 2013
YOP Donations raised as of April 30, 2013		\$250,000
Direct mail campaign – new donors	1,000 letters	June 2013
Contact accountants concerning availability of tax credits	20	October 2013
YOP Donations raised as of Dec. 2013		\$400,000 (cumulative)
Direct mail campaign	200 letters	September 2013
YOP Donations raised by February 2014		\$432,496 (cumulative)

THE YOP BUDGET

The Department actively seeks to apply YOP funds to direct care and direct program expenses, while minimizing YOP funds used for administrative salaries and general overhead costs.

Administrative salaries and general overhead expenses should be prorated for the YOP portion of the project and limited to 30% or less of each expense.

The budget page should include all expenses related to implementation of the YOP project. Expenses or portions of expenses to be funded with YOP fundraising dollars should be entered in the YOP column of the budget page and should be clearly tied to the activities and outcomes of this proposal. All other expenses budgeted for project implementation should be entered in the "Other Sources" column.

- Do not use tax credit figures, use actual dollar amounts.
- Round all figures to the nearest dollar, and do not include sales tax in costs.

- Refer to pages 7 and 8 of the Application Booklet, Restrictions on Contributions, to make sure the items are allowable YOP expenses.
- If tax credits are being requested for multiple locations, a breakdown of costs for each location should be included.
- The budget form must be typewritten.
- During the proposal review stage, DED staff will screen the expenses for eligibility and may adjust the proposed budget. Organizations will be notified of any changes that occur.

Example of how each line item relates/contributes to the project and its outcomes:

Computers – We will purchase five computers at \$1,800 each to be used exclusively by the youth for structured educational activities such as homework, GED practice testing, resume preparation, and job search activities.

Amount From Other Sources: Include all dollars to be secured from other sources to pay for expenses described in this application that will not be funded with YOP donations. Indicate the dollar amount expected from each source and whether or not the funding has been secured or is still pending. Also indicate whether or not the funds are restricted or unrestricted and what budget expenses will be funded with each source.

When added, the YOP budget and the amount from Other Sources should equal the total cost of implementing the YOP project.

Budget Categories

- **Salaries/Wages/Fringe** - Should include only full and part-time staff members who are integral to the implementation of this project and provide direct care/services to the youth. Amounts should be pro-rated to reflect the percentage of time devoted to the project.
- **Contracts** - Contracts include paid services that are not compatible with the hiring of a full or part-time staff person. These services can be for consulting, auditing, architectural, engineering, and other costs needed to implement your project.
 - If your project budget includes an audit, **only the cost for the YOP project audit** may be included. An audit must be conducted on your YOP project if your project utilizes \$25,000 or more in tax credits.
 - Contracted fundraising services are not eligible YOP project costs.
- **Travel** – Costs associated with transportation of youth to program activities. This category may also include a limited portion of the expenses required to participate in professional training and workshops related to implementation of the YOP project.
- **Equipment** - Equipment includes purchase, a portion of the lease or rental of equipment, furnishings, appliances and other related items that will be used in the proposed YOP project. Please use reasonable and current costs in your area to determine the amount requested.
- **Supplies** - Supplies should be identified as program or office supplies and should include all program materials to be used during the project period. General office supplies, such as paper clips, paper, pens, etc. should be calculated at a reasonable use cost per year and the

YOP portion should be limited to 30% of the expense. Please use a separate figure for any unusually large supply needs that relate to the nature of the YOP project.

- **Building Space** - Building Space includes a portion of the rent or lease of program space needed to implement the YOP project. These costs should be comparable to the prevailing space costs in the community or geographic area in which you are located. Mortgage expense is NOT an eligible YOP expense.
- **Construction** - Construction includes new construction, expansion and/or renovation of your building. All construction cost figures should be reasonable and based on prevailing costs in your community or geographic area. Please provide a breakdown of the construction costs and a description of the facility.
- **Property Acquisition** - Property Acquisition includes land and/or structures required to complete your YOP project. These costs should be based on current appraisals or the best estimates of value available at the time your application is completed.
- **Other Costs** - Other costs include utilities, phones, building and vehicle maintenance, insurance, postage, etc. General overhead costs such as utilities and maintenance should be prorated for the YOP portion of the project and then limited to 30%.

OTHER SOURCES OF FUNDING

To ensure project success, YOP applicants should have identified funding sources for the gap between the requested YOP funds and the total project cost. Applicants are asked to indicate type of funding, the amount, whether or not funding is pending or secured, the expenses expected to be funded with each and whether or not the funding is restricted. Please see the following example.

Other Sources of Funding

Source Name/Amount Requested	Status	Restricted or Unrestricted	Comments
CDBG -\$200,000	Secured	Restricted to facility construction	There are more grant requests have been submitted than needed. Assumption that certain amounts/grants will not be approved.
Casey Grant - \$35,000; Mathews Foundation Grant - \$15,000	Pending; Award notifications expected June 2013 and December 2013	Restricted to equipment expenses	
Donations/other \$50,000	\$30,000 Secured; \$20,000 Pending	For acquisition and construction expenses	
City/County Gov. \$25,000	\$20,000 Secured	Restricted to administrative salaries	
Rental Income \$10,000	\$10,000 Pending	Unrestricted use	
United Way \$100,000	\$75,000 Secured	Restricted to educator salaries upon facility opening	

Total Project Cost:	\$817,912
Less YOP request:	\$432,496
Amount from Other Sources needed:	\$385,416
Secured funding to date:	\$325,000
Pending other sources:	\$80,000

Budget Page Example: Education/Employment Center

Budget Category	YOP Budget	Other Sources	Total Projected Cost*
Salaries Executive Director \$48,000/year 2 yrs. Program Coor/Life Skills Instructor -40,566/yr - 5 months of operations at 50% GED Instructor (PT) \$1,200/month 100% x 5 months \$ 5,000 Job Training Instructor/Counselor \$1,000/month x 5 months \$5,000	\$4,226 \$5,000	\$96,000 \$4,226 	\$96,000 \$8,452 \$7,200 \$5,000
Contract One Time YOP Audit \$3,500	\$3,500		\$3,500
Travel Youth transportation to classes 100 bus passes \$ 600 x 100% for YOP	\$600	0	\$600
Equipment 5 Computers and printers for GED training/Employment activities \$1,800 each \$9,000	\$9,000		\$9,000
Supplies Education Materials \$3,850/year – 5 months (100% for YOP) \$1604 Office Supplies \$1,200/year -5 months (30% for YOP) \$150	\$1,754	\$350	\$2,104
Building Space			
Construction <u>Expansion of Program Space</u> Construction \$ 360,000 for YOP - Site preparation \$15,000; Foundation \$60,000; Framing \$100,000; Electrical, plumbing, HVAC \$120,000; Finish Work \$65,000	\$360,000	\$282,950	\$642,950
Property Acquisition Land – 2 acres \$20,000	\$40,406		\$40,406
Other Costs Telephone, insurance, utilities (new facility) \$540/month x 5 months \$2,700 (30% for YOP)	\$ 810	\$1,890	\$2,700
TOTAL—(YOP BUDGET MAY NOT EXCEED \$500,000)	\$432,496	\$385,416	\$817,912
# of Youth Targeted	150		

*The Total Project Cost Column should reflect all budget expenses necessary to implement the project, listing total cost of each line item.

****Please note:** The Department actively seeks to apply YOP fundraising dollars to direct care and direct programming costs, while minimizing administrative salaries and general overhead costs. Administrative salaries and general overhead expenses should be prorated for the YOP portion of the program or organizational budget.

APPLICATION HELP

Application workshops will be held to assist you in preparing your application. Workshop dates will be posted on the YOP website at: www.ded.mo.gov. (Click on Programs We Offer, Youth Opportunities Program, then the link to workshop registration.) Please read the Application Guidelines before participating in the workshop.

Prior to submitting your proposal, you may contact the YOP staff for technical assistance.

PACKAGING AND SUBMITTING YOUR APPLICATION

- There is no application fee.
- Responses to application questions (the narrative) must be typed. Please use a font size of no less than 11. Type the number and question above each of your responses.
- Should have at least 1 inch top margins and be one-sided (not front and back).
- Attachments - Be sure to include all required documentation and attachments (a checklist has been provided for this purpose). Applications submitted without all of the required documentation may be denied. For an explanation of attachments see pages 24-25.
- The application must contain original signatures. Faxed or emailed copies of applications will not be accepted.
- Submit only one, unbound copy of your entire application (including attachments).
- Please keep all pages in proper order.
- Keep a copy of the entire application, including all attachments, for your records.

Proposals should be submitted to the following address:

Missouri Department of Economic Development
Youth Opportunities Program
Truman State Office Building
PO Box 118
Jefferson City, MO 65102

APPLICATION REVIEW

Once your YOP project has met all basic eligibility requirements, a review of your written responses will be conducted. Your proposal will be reviewed and rated for the following: program description and need for services, degree to which youth served are at-risk, clear and concise project outcomes and milestones, project impact, implementation and fundraising capacity, budget efficiency and cost effectiveness, the organization's financial capacity to complete the project, and program sustainability.

Deficiency points will be subtracted from proposals when the applicant organization has a history of underutilization of tax credits, delinquent reporting, and/or failure to meet performance targets.

Organizations must be in good standing with the Secretary of State when applying to YOP (if applicable*). To find out if your organization is in good standing, call (573) 751-4153 or visit the Secretary of State Business Entity Database at:
<https://www.sos.mo.gov/BusinessEntity/soskb/csearch.asp>

*Please note that some charitable organizations, such as trusts, are not required to register and report to the Secretary of State in the same manner as non-profits and are therefore cannot obtain a “good standing” status. If your organization falls under this category, DED will require: (1) proof that your organization maintains an “active” registration with the Secretary of State and (2) certification from your executive director or board of directors that the formal organization of your trust (or other such entity) expressly allows for the undertaking of the activities described in your application.

Review Criteria

The Department of Economic Development will evaluate all proposals based on the following criteria. This evaluation may add or deduct points from the proposal score.

1. Degree to which the targeted youth are disadvantaged and/or below the state poverty level.
2. Degree to which the geographic area exhibits a high incidence of crime and violence.
3. Extent to which the applicant possesses sufficient capacity to administer the project and achieve the desired results.
4. Degree to which the targeted youth have demonstrated a need for the project services.
5. Degree to which the project contributes to solving problems identified by the community.
6. Degree to which the project impacts YOP outcomes, the youth served, and the economy.
7. Degree to which the organization has successfully completed past projects (if applicable), including performance target achievement, tax credit utilization, and completion of required documentation in a timely manner.

YOP is a discretionary program that continually receives more application requests than the funding available. Although eligible, projects that are primarily recreational in nature, without structured programming, or for facility maintenance will not be given priority.

Recommendations and Notification

Projects will be recommended to the Department Director for approval based on final ratings. Copies of the official YOP Agreement (contract) will be sent to those projects selected for approval. Any application that is incomplete, fails to answer any of the required items, and/or fails to submit required attachments will be disqualified from further consideration.

Those organizations/projects that are not recommended for approval will receive notification in writing.

IF APPROVED...

Administrative training workshops for approved projects are required and will be scheduled soon after projects are approved. No YOP tax credits are officially allocated to projects until the YOP Agreement has been signed and notarized by the applicant and signed by DED.

Contractual Obligation and Noncompliance

If your organization is approved and fails to complete the approved project as stipulated in the YOP contract or is found to be noncompliant with YOP policies and regulations, your organization may be required to pay back to the State a monetary sum equal to the number of tax credits that have already been issued for the project.

Tax Credit Payback

Project approval is based on the plans presented in your proposal and on any revisions agreed upon with DED during your approved YOP fundraising period. If, at some point during the five (5) years following the end of the project period, your organization wishes to dispose of the facility, you may avoid a credit payback by selling it for at least 90% of fair market value, lump sum payment, with the proceeds applied either toward a replacement facility for your organization, or by carrying out some other project activity approved by the DED.

If YOP credits have been given for improvements on leased property, and the lease is terminated (for whatever reason) and property reverts to the owner within five (5) years after the end of the project period, a percentage of the credits approved for the building, including any furnishings or equipment that revert to the owner, must be repaid to the State of Missouri. Besides cash payment by the organization to the state, another acceptable method of settlement involves voluntary relinquishing of credits by contributors. The amount of the settlement is based on:

Property Reverts During Year	% of YOP Tax Credits to be Repaid to the State
1	100%
2	80%
3	60%
4	40%
5	20%

YOP Compliance Items

If approved for YOP tax credits, your organization will be required to submit to YOP the following items to maintain good standing and be eligible to apply for future projects:

- Quarterly reports
- Requested changes in budget, performance targets, activities, etc.
- A Final Report and Statement of Final Expenditures are due within thirty (30) days of the end of the project period.
- An independent audit must be completed within six (6) months of the end of the project period if \$25,000 in credits or more were utilized.
- Acquisition documents if property is included in the YOP budget, including a Phase I environmental assessment.

ATTACHMENTS

All attachments must accompany the application at the time of submission. Applications that are missing one or more attachments at the time of submission may be automatically disqualified.

Attachment A--Current Members of the Board, Council, or Commission

This list should include all individuals who are presently serving as members of your Board of Directors; School Board; Neighborhood, Community or City Council; or Commission. The following information should be listed for each individual member: Name, day phone, occupation, position on the board, and whether or not the individual is a resident of the project area. Use the form provided to list this information, and make copies for additional pages as needed.

Attachment B--Letters of Support

- All applicants must provide written evidence of support from their State Legislators, i.e. letters of support from both a Senator and Representative. If you are implementing a service delivery project, the Senator and Representative letters should come from the legislators representing the area in which your organization's headquarters are located. If you are conducting a capital campaign, you must obtain Senator and Representative letters from the legislators representing the area in which the new construction or renovation will take place.
- Evidence of support in the form of a local government endorsement letter from your city alderman, mayor, or county official indicating the project is not in conflict with any existing city/county community plan is also required.
- In addition to the letters above, your organization should provide one additional letter of support. This letter may be provided from any other agencies, organizations, or institutions whose cooperation is required to carry out the project, from your project's targeted youth, parents of targeted youth, and/or community leaders. General letters of support for the organization are helpful, but letters indicating specific support for this YOP project will strengthen your proposal.

NOTE: Letters of support must be dated within six months of submittal of proposal. Letters of support from members of the applicant's Board or staff will not meet this requirement.

Attachment C--Site Control Document

If your proposal involves any construction, facilities acquisition, improvement, or expansion, you are required to give written evidence that your organization has sufficient control over the site where the proposed construction and/or renovation will take place (See pages 10 and 11, "Capital Campaign" of the application for additional information). A copy of Attachment C (provided) is required, along with a copy of the appropriate documentation.

Floor plans or architects drawing should be included for new construction and for renovation projects if the renovation will alter the existing layout and space use.

Attachment D--Map(s) of Project Area and Location

The map should clearly show the boundaries of the area your organization serves, as well as the geographic location of your office headquarters (show street or road) and the location of specific project activities (show street or road) that will be undertaken. You may enclose actual marked city maps, and/or excerpts from any other maps that would provide sufficient detail, depending upon the geographic scope of your YOP project.

Faith Based Organization Documentation

If religious activities/services are offered by your organization, provide an attachment that indicates the extent to which these services are offered as part of the project and discuss alternative programming offered to those youth who choose not to participate in religious services or activities (refer to the question on page 27).

Certification Page

This form certifies that your organization does not employ illegal aliens (undocumented workers)* and that the information contained in the application is true, correct and complete. The Certification form must be signed (by the Executive Director of the organization or by a person duly authorized to represent the applicant organization) and notarized.

E-Verify Documentation

Conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), E-Verify is designed to provide employment status information to determine the eligibility of applicants for employment.

E-Verify requires that participating commercial employers use the automated Verification Information System (VIS) to check the SSA and the USCIS databases to verify the employment authorization of ALL newly hired employees.

All applicants **must**: 1) complete the online enrollment in E-Verify, 2) check the box on the Certification confirming enrollment and participation in E-Verify, and 3) **provide a complete copy of the e-verification memorandum (MOU)** to be eligible for the program.

E-Verify is currently free. To access the E-Verify website, go to:

<https://e-verify.uscis.gov/enroll/>

Once you have successfully enrolled in the E-Verify program, you can retrieve a copy of your electronically signed MOU by: 1) sign-in to your E-Verify account, 2) click on “Edit Company Profile” in the left menu, and 3) click on the green “View MOU” button at the bottom of the page.

For additional assistance, you can contact E-Verify using the toll free Help line number, 888-464-4218.



2013 YOP Application

Business & Community Finance

Truman State Office Building
PO Box 118
301 West High Street, Room 770
Jefferson City MO 65102

Telephone: 573-751-4539
Fax: 573-522-4322
E-mail: YOP@ded.mo.gov
Website: www.missouridevelopment.org

STATE USE ONLY

2013 Youth Opportunities Application

Applicant (Official or Legal Name)		NAICS*	MITS/MO ID No.	FEIN
Project Title		**Project Location (Street, City, County, 9-digit ZIP Code)		
Contact Person/Project Administrator (First Name, Last Name, Title)				
Mailing Address (Street Address, P.O. Box, City, State, 9-digit Zip Code)				
Day Phone (include extension)		Fax Number		E-mail Address
Agency Director (First Name, Middle Initial, Last Name)			Date of Birth	
Title			Day Phone (include extension)	
Proposed Project Period (Please check one) <input type="checkbox"/> 12 Months <input type="checkbox"/> 24 Months <input type="checkbox"/> 36 Months The project period is the timeframe in which all activities, i.e. fund-raising, service delivery, expenditures, and/or construction, related to the proposed project will be completed, excluding the required final audit and project evaluation.			Project Type: <input type="checkbox"/> Service Delivery <input type="checkbox"/> Capital Campaign <input type="checkbox"/> Combined	Organization Size (# of employees) <input type="checkbox"/> 100 or less <input type="checkbox"/> 101-500 <input type="checkbox"/> Over 500

***NAICS** – North American Industry Classification System. (Required if a NAICS has been assigned to the organization) The Federal Office of Management and Budget (OMB) adopted the NAICS as the industry classification system used by the statistical agencies of the United States. The NAICS is used for classifying business establishments to gather data related productivity, unit labor costs, and the capital intensity of production, employment and other information. MO businesses are assigned a NAICS when the company files a “Report to Determine Liability Status” with the MO Department of Labor and Industrial Relations, Division of Employment Security to determine Unemployment Tax Liability. Normally, a general business employer becomes liable for the tax and responsible for providing unemployment insurance for its workers when it:

- Pays \$1,500 in wages (cash and in-kind) in a calendar quarter, or
- Has an employee in some portion of a day in each of 20 different weeks, or
- Becomes liable under the Federal Unemployment Tax Act (FUTA) and employs a worker in Missouri, or
- Acquires and continues without interruption substantially all the business of a liable employer.

If you don’t know your NAICS code please call (573) 751-4662. If your organization has not been issued a NAICS code, please indicate N/A.

****Provide information in regards to the physical location where your project takes place.** If your project takes place at more than one site, submit the addresses for all sites (street, city, county, 9-digit zip). You may find the 9-digit zip by accessing: www.usps.com and clicking on "Find Zip Codes."

ORGANIZATION ELIGIBILITY CATEGORY (Choose only one.)
<input type="checkbox"/> Not-for-profit (Federal designation of 501(c)3 or MO Chapter 355, RSMo) ** <input type="checkbox"/> Local Government <input type="checkbox"/> Public School <input type="checkbox"/> Missouri Business - Attach your Articles of Incorporation. <p>**If the agency is incorporated as a nonprofit at the federal level, you <u>must</u> attach a copy of your tax exempt letter from the IRS <u>and</u> Articles of Incorporation.</p> <p>**If the agency is incorporated as a nonprofit at the state level only, you <u>must</u> attach a copy of Articles of Incorporation.</p>
PRIMARY PROJECT CATEGORY (Choose only one.)
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Counseling <input type="checkbox"/> Violence Prevention <input type="checkbox"/> Adopt-a-school <input type="checkbox"/> Substance Abuse Prevention <input type="checkbox"/> Degree Completion <input type="checkbox"/> Internship/Apprenticeship </div> <div style="width: 50%;"> <input type="checkbox"/> Youth Activity Center <input type="checkbox"/> Youth Club or Association <input type="checkbox"/> Conflict Resolution <input type="checkbox"/> Mentor/Role Model <input type="checkbox"/> Employment </div> </div>
FAITH BASED ORGANIZATIONS ONLY
<input type="checkbox"/> Yes <input type="checkbox"/> No Are services rendered to clients without discrimination? <input type="checkbox"/> Yes <input type="checkbox"/> No Does your agency conduct any religious activities or services? If yes , attach a list and description of the activities/services offered. Discuss any non-religious alternatives that are offered for clients who do not wish to participate in religious activities/services.
PRIORITY AREAS IMPACTED BY THE PROJECT
<p>Check any boxes that apply to the proposed project. Any items checked below must be supported by narrative in the proposal.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> New jobs created <input type="checkbox"/> Directly impacts YOP outcomes <input type="checkbox"/> Local, neighborhood or community-based organization/project </div> <div style="width: 50%;"> <input type="checkbox"/> Community and youth involvement and support in project <input type="checkbox"/> High incidence of crime </div> </div>

LITIGATION HISTORY

1) Organization:

- a. Has the organization ever been convicted of a violation of any state and/or federal laws?
☐ Yes ☐ No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

2) Principal (CEO, CFO, Principal, Managing partner, and Executive Director):

- a. Has the ~~principal~~ ever been convicted of a violation of any state or federal law?
☐ Yes ☐ No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

3) Contact:

- a. Has the contact person or project administrator ever been convicted of a violation of any state or federal law?
☐ Yes ☐ No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

INSTRUCTIONS: Please answer questions one through thirteen. Responses should be numbered, with each question typed above the corresponding response. Provide concise answers, while answering the questions as thoroughly as possible.

SERVICES, YOUTH TARGETED, and NEED (30 points)

1. Describe in detail the services the project will offer the targeted youth. These activities should specifically target at-risk youth and should be based on identified community needs. Include a description of all activities, classes, etc. that youth will participate and include frequency and duration of services. If proposing a Capital Campaign project, also provide a detailed list of the constructions, renovation or property acquisition necessary to complete the construction or renovation of the project.

What are the key features and comparative advantages of the project?

How do the services provided better serve the targeted youth versus other projects in the area that target the same population and offer similar services?

Demonstrate a growing need that necessitates physical expansion and/or demonstrate that the existing structure presents a threat to the health and well-being of clients. (Refer to pages 13-14, Services and Need.)

2. Indicate the number at-risk youth to be served during the project period, or if conducting a capital campaign, the number of youth to be served upon completion of the renovation/construction. Describe how these youth are at-risk and provide supporting data/research to establish multiple risk factors. Cite specific characteristics (and providing supporting data/research) of the targeted youth, to establish that they are significantly more at-risk than the average youth. For example, based on historical data, how many of the youth to be served are expected to come from single parent homes, live in poverty, have previously been involved with the juvenile court system, etc.? Please ensure that these characteristics reflect the project's scope and outcomes.

Discuss the geographical service area with supporting census, economic, and/or regional data (if applicable). Data should be timely, with reference given to the source, and can be found at sites such as: <http://www.oseda.missouri.edu/>; <http://quickfacts.census.gov/qfd/states/29000.html> http://dese.mo.gov/schooldata/school_data.html; <http://www.missourieconomy.org/index.stm>

3. Explain why the targeted youth need the services your agency provides and how the youth will be persuaded to participate in these programs. Discuss the need for services in the community and cite research or other objective data to demonstrate that need. How do you know this is a real need versus a perceived issue (i.e. survey results, community meetings or plans)? How do the activities of the project enable at-risk youth to become successful, more productive members of the community?

Were the targeted youth involved in planning, implementing, and evaluating the project? To what extent will they be involved in generating ideas and implementing needed change with the project?

OUTCOMES, TARGETS, VERIFICATION, and MILESTONES (24 points)

4. Indicate the outcomes the agency is committed to achieving through this proposed project. If proposing a construction, renovation or property acquisition project, indicate the outcomes for the activities that will take place in the facility once construction, renovation, or acquisition is completed. (Note: Refer to pages 14-15, Outcomes".)

- ☐ Increase in the number of new and/or renovated facilities.
- ☐ Increase the number of at-risk youth that receive a high school diploma.
- ☐ Increase the number of at-risk youth that receive a GED.
- ☐ Increase the number of at-risk youth that remain in school and earn course credit(s) toward their diploma.
- ☐ Increase the number of at-risk youth that have completed an employment skills education and development program.
- ☐ Reduce the number of at-risk youth committing crimes and violent acts.
- ☐ Other _____.
- ☐ Other _____.

5. List and discuss the performance targets the agency is committed to achieving (2-4 targets is average). Discuss why these targets have been chosen, rather than setting higher or lower targets. If proposing a construction, renovation or property acquisition project, list and discuss the performance targets for the activities that will take place in the facility once construction, renovation, or acquisition is completed. Performance target numbers should reflect the number of youth that will successfully reach each target **out of** the number of youth receiving the target services. (Refer to pages 14 and 15, Performance Targets & Verification".)

6. How will the agency verify the extent to which performance targets are achieved? Discuss the evaluation tools, how often the evaluation will take place, and who will be collecting and reporting the results. If proposing a construction, renovation or property acquisition project, list and discuss the evaluation tools for the activities that will take place in the facility once construction, renovation, or acquisition is completed. (Refer to pages 14 and 15, Performance Targets & Verification".) Verification of results must be completed during the project period.

7. List and define the critical milestones that your organization and the youth served must achieve to successfully accomplish the outcomes. Discuss the level of participation and provide a timeline for services, testing and success. If proposing a construction, renovation or property acquisition project, also include detailed milestones for construction, renovation or property acquisition. (Refer to pages 15-16, Milestones".)

CAPACITY (28 points)

8. Discuss the agency's history and discuss the other services it offers. Summarize two of the agency's past projects that are similar to the proposed project. Include a discussion of the fundraising and performance goals that were set for the similar projects and the degree of success. You do not have to include previous YOP projects unless those projects were unsuccessful. If unsuccessful, describe the circumstances, outcomes, and what changes have been made to ensure future success.
9. Profile those key individuals who will have the most responsibility for implementing and overseeing compliance for the project, connecting to the targeted youth, and achieving performance targets. Include direct program staff and any positions for which YOP funds are budgeted. Provide a detailed description of each individual's role and responsibility in provision of services and address the individual's energy and ability to engage youth, and commitment. (Refer to pages 16-17, Key Individuals".)

Discuss outside organizations or individuals you partner. Provided a detailed description of their role in carrying out the project and/or providing services.

10. Provide a detailed fundraising plan specific to the project and YOP tax credit utilization. Be sure to discuss all events and activities that will be undertaken/implemented to utilize YOP tax credits. Who will be involved in fundraising? To whom will your agency market the tax credits? What are your fundraising milestones? Provide a detailed timeline of fundraising events, which includes approximate dates of each YOP fundraising activity and the number of potential donors to be reached? What resources (time, materials, funds, etc.) is your agency committing to this project? (Refer to page 17, Fundraising".)

BUDGET/BUDGET EFFICIENCY (18 points)

11. Provide a detailed breakdown of each line item on the proposed budget and explain how each relates to the project and its outcomes. (Refer to pages 18-21, The YOP Budget".) Attach estimates or bids for capital campaign expenses.

What is your agency's cost per beneficiary of the proposed YOP services? If the proposed project is a capital campaign, what is the expected cost of services per beneficiary upon completion of construction/renovation? Cost per beneficiary should be calculated as: the total cost of implementing the proposed services divided by the number of youth directly impacted by the services.

If state or national average cost of care data/statistics are available, provide that data and indicate whether or not your agency is able to provide services at a lower cost. If not, provide a discussion to explain why. If average cost of care data is not available, establish that the costs for your agency's service delivery are reasonable and efficient. How does YOP funding of your agency's project ensure optimal use of limited state resources?

Discuss the costs associated with not providing services to the targeted youth. For example, if programming is focused on crime and recidivism prevention, discuss the costs associated with juvenile crime in the community, costs to the state to care for a juvenile offender, etc.

12. List and discuss the other sources of funding that will be utilized to implement this project, such as United Way, city grants, foundation grants, revenues from service provision, federal reimbursements/funding, and all other state funding your organization expects to receive (state tax credits, state grants, reimbursement for contracted services, etc.).

Indicate which grants or monies are pending and which have been awarded to your agency for the project period. Identify the amount of funding to be received from each source, whether or not funds are restricted, and the expenses each of these sources will pay. (Refer pages 19-20, Other Sources of Funding” for breakdown details.)

13. Explain how the proposed YOP project will be supported/maintained once the YOP contract has expired? Will there be fees associated with the programming? How are you diversifying your funding sources, etc.? Discuss plans for moving this project toward self-reliance.

Discuss how your agency avoids making receipt of YOP tax credits a donor expectation? What measures are taken to ensure that the tax credits continue to garner increased donations each year?

YOP BUDGET PAGE

Budget Category (Refer to pages 17-20 of the Guidelines)	YOP Budget	Amount From Other Sources	Total Projected Cost*
Salaries			
Contract			
Travel			
Equipment			
Supplies			
Building Space			
Construction			
Property Acquisition			
Other Costs			
TOTAL (YOP BUDGET MAY NOT EXCEED \$500,000)			
# of at-risk youth targeted			

*The Total Project Cost column should reflect all budget expenses necessary to implement the project, listing the total cost of each line item.

For service delivery projects, the Department actively seeks to apply YOP funds to direct care and direct program expenses. YOP funding for administrative salaries and general overhead expenses should be limited.

MEMBERS OF THE BOARD, COUNCIL OR COMMISSION

Please list **all** Board Members. Be advised DED staff may contact one or more of these Board members to discuss their role on the Board and their general level of support for and knowledge of this application.

BOARD CHAIR/PRESIDENT	DAY PHONE
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	OCCUPATION
MAILING ADDRESS	BOARD TERM (From <u>mo./yr.</u> to <u>mo./yr.</u>)

NAME	DAY PHONE
BOARD POSITION	OCCUPATION

RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION

RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION

RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION

RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
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BOARD POSITION	OCCUPATION

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BOARD POSITION	OCCUPATION

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BOARD POSITION	OCCUPATION

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NAME	DAY PHONE
BOARD POSITION	OCCUPATION

RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION

LETTERS OF SUPPORT

Please be advised that YOP staff may contact one or more of the persons listed below to verify their support for this project. Letters of support will only be accepted as part of the application at the time of the submittal. Please do not ask persons writing support letters to send them to DED independent of the application.

Instructions:

1. A minimum of **four (4)** support letters must be submitted: one (1) local government endorsement letter, one (1) State Senator letter of support, one (1) State Representative and one (1) general letter of support. (See page 24 for specifics regarding Senator and Representative letters.)
2. Letters of support from members of the applicant's board members or staff will not meet this requirement. Acceptable letters can be from individuals, organizations or institutions identified in your proposal as supporting, participating or cooperating with you in any way to achieve your stated outcomes.
3. Letters should refer specifically to the proposed project, rather than a general letter of support. Any support letters submitted by partner organizations should include the role of the organization and type and level of commitment provided in implementing the project. The letters must be dated within six (6) months of submittal.

Name	Organization	Title or Position

SITE CONTROL DOCUMENT

We understand that our organization must be able to demonstrate that we either presently have control, or will be able to secure control, of the site where our proposed building project will take place. *Attach documentation for whichever item is checked below.*

- ☐ 1. Evidence that your organization owns the property and the property has not been leased to another party. (Original title not required).
- ☐ 2. Our organization is leasing the site. A copy of an executed lease agreement is attached. (A draft document will not satisfy this requirement.)
- ☐ 3. A notarized legal option to purchase or lease the property from the present owner if the project receives YOP credit approval. A draft document will not satisfy this requirement. Applicant acknowledges that should it purchase the property, it may not, in turn, rent out the site to another party.
- ☐ 4. A notarized contingency contract with the current owner stipulating that the property will either be contributed outright or sold to the organization at a discount if and when the project receives YOP approval. A draft document will not satisfy this requirement.*

Building Usage

- ☐ Using the space below, please identify any other occupants in the facility and indicate if they are involved in the administration of the project as outlined in the YOP application. Indicate what percentage of the space/time the occupant will utilize and the services they will be providing. The nonprofit organization administering the YOP project must occupy at least 50% of the building space.

Before credits will be issued on property contributions, YOP must receive the following documentation:

- Two qualified independent appraisals--The value of the property must be based on the lesser of the two appraisals conducted by state-certified or state-licensed appraisers. See Guidelines pages 9.
- A Phase I Environmental Site Assessment is required on all real estate contributed for YOP credit or purchased using YOP contributions. See Guidelines pages 11 and 12.

APPLICANT CERTIFICATION

1. The information submitted by the Applicant to the Department of Economic Development (DED) in connection with the application is true and correct and such information is consistent with documents provided to lenders, other government programs, or investors who may provide funding for the Project;
2. To my knowledge, there is no person who is actively engaged in the management of the Applicant who has committed a felony, is currently under indictment for a felony, or is currently on parole or probation;
3. There are no pending or threatened liens, judgments, or material litigation against the Applicant or any person who is engaged in the management of the Applicant that would have a material impact on the viability of the Applicant;
4. The Applicant is not delinquent with respect to any federal, state or local taxes or fees;
5. The Applicant has obtained or is capable of obtaining all necessary federal, state and local permits and licenses;
6. Neither the operations of the Applicant nor the receipt of tax credits would violate any existing agreements;
7. I certify that the Applicant does NOT knowingly employ any person who is an unauthorized alien and that the applicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien.
8. I certify that the Applicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo, with respect to employees working in connection with the activities that qualify Applicant for this program. I certify that the Applicant will maintain and, upon request, provide the Department of Economic Development documentation demonstrating Applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify applicant for this program.
9. I certify that the Applicant shall include in any contract it enters with a subcontractor in connection with the activities that qualify applicant for this program, an affirmative statement from the subcontractor that such subcontractor is not knowingly in violation of Section 285.530.1, RSMo, and shall not be in violation during the length of the contract. In addition the Applicant will receive a sworn affidavit from the subcontractor under the penalty of perjury, attesting that the subcontractor's employees are lawfully present in the United States. I certify that the Applicant will maintain and provide the Department of Economic Development access to documentation demonstrating compliance with this requirement.
10. I understand that if the Applicant is found to have employed an unauthorized alien, Applicant may subject to penalties pursuant to Sections 135.815, 285.025, and 285.535, RSMo.
11. I attest that I have read and understand the Youth Opportunities Tax Credit Program guidelines, specifically as it relates to the Tax Credit Accountability Act of 2004 (SB 1099).
12. I hereby agree to inform DED if, at any time prior to Project completion, there is any change to any of the certifications made herein.
13. I hereby agree to allow representatives of the Department of Economic Development access to the property and applicable records as may be necessary for the administration of this program.
14. I certify under penalties of perjury that the above statements, information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.

I certify that I am an authorized representative of the Applicant and as such am authorized to make the statement of affirmation contained herein. I also realize that failure to disclose material information regarding the viability of the Applicant, Management, or other facts related to the Project may result in criminal prosecution to the extent of Missouri law.

Typed or Printed Name		Title	
Signature		Date	

Notary Public Embosser Or Black Ink Rubber Stamp Seal	State		County	
	Subscribed and Sworn Before Me, This		USE RUBBER STAMP IN CLEAR AREA BELOW.	
	Day of	Year		
	Notary Public Signature			
	Notary Public Name (Typed Or Printed)	Commission Expires		

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

YOP APPLICATION CHECKLIST

Upon completing the application, carefully check this list to make sure you have not overlooked any of the required items. A complete proposal consists of **one** copy of each of the following:

- ☐ **Application**
 - ☐ Responses to questions 1-13.
 - ☐ YOP Budget Page
 - ☐ Application must contain the executive director's original notarized signature on page 37.
 - ☐ Articles of Incorporation **and** Tax Exempt 501 (c) (3) status with the Internal Revenue Service (IRS).
- ☐ **Attachment A--Current Members of the Board, Council or Commission.**
 - ☐ A copy of the form provided.
- ☐ **Attachment B--Letters of Support.**
 - ☐ A copy of the form provided
 - ☐ A local government endorsement letter
 - ☐ **Legislative letters of support** - 1 State Senator letter and 1 State Representative letter
 - ☐ A letter of support from targeted youth, community organizations, businesses or others
- ☐ **Attachment C--Site Control Document (Only required if project is property acquisition, construction or renovation of the project site.)**
 - ☐ A copy of the form provided.
 - ☐ A copy of the required documentation.
 - ☐ A copy of the proposed floor plan.
- ☐ **Attachment D--Map of Project Area and Project Location.**
- ☐ **Certification & E-Verify**
 - ☐ Copy of form attached. (Note: The application must contain the executive director's original signature and notary – page 37.)
 - ☐ Copy of the executed Memorandum of Understanding with electronic signatures for the company/organization and the United States Citizenship and Immigration Services (USCIS).
- ☐ **Verification of “Good Standing” status with the Missouri Secretary of State’s Office**
- ☐ **Litigation History (and attachments as necessary)**
- ☐ **Faith Based Organizations**
 - ☐ Attach a description of religious activities/services offered as part of the project and alternatives. (Refer to pages 5, 6 and 27.)

KEEP A COPY OF THE ENTIRE COMPLETED APPLICATION (INCLUDING ALL ATTACHMENTS) FOR YOUR OWN RECORDS.

Carefully check your entire application to be sure you have not overlooked any required information or attachments. The checklist is being provided for this purpose. It is necessary for you to provide all documentation that YOP has requested in order for proper consideration to be given to your proposal.

****Failure to submit all required documentation will result in the disqualification of your proposal.****